



P.O. Box 65345
Washington, DC 20035
202.558.7104 PH 202.558.7105 FX
www.undp-usa.org

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U.S. Committee for the United Nations Development Program Summer 2009 Internship

The U.S. Committee for UNDP (UNDP-USA) is a non-profit organization that supports the work of the United Nations Development Program (UNDP) to improve the quality of life for millions of people around the world by both promoting democratic governance, poverty reduction, crisis prevention and recovery, energy and environmental issues, and reducing the impact of the HIV/AIDS pandemic. It accomplishes these aims by building a broad-based American constituency that educates for international development and identifies U.S. resources for specific UNDP projects that support U.S. interests.

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Currently, UNDP-USA is looking for interns to help develop programs and materials. Interns will help the small UNDP-USA staff with:

- Developing outreach materials and website
- Adding to and maintaining the contact database
- Planning and executing events
- Performing general administrative duties (including answering phones, handling mail, drafting correspondence, etc.)

At a minimum, candidates must demonstrate:

- Firm interest in international issues and the United Nations
- Conviction that international development is in the interests of Americans
- Professionalism and business appropriate communication skills
- Computer skills (Microsoft Excel, Microsoft Word, internet research, etc.)
- Ability to work independently, but as a key part of a small office team

Interns are expected to work a minimum of 35 hours a week for at least 12 weeks in the UNDP-USA office (located in the Central Business District of Washington DC). More information on the internship program is available at www.undp-usa.org/about/intern.html

To apply: please email intern@undp-usa.org with *Summer 2009 Internship* in the subject line and your contact details in the body. To the message attach ONE document in Microsoft Word format which includes your resume and cover letter entitled *YourLastName_YourFirstName*. Please limit each item to one page. No phone calls, faxes, or mail please.

Timeline: Applications must be received no later than noon EST on April 24.

UNDP-USA is an equal opportunity employer. All internships require proof of eligibility to work in the United States and proof of health insurance.

We regret that internships with UNDP-USA are unpaid.